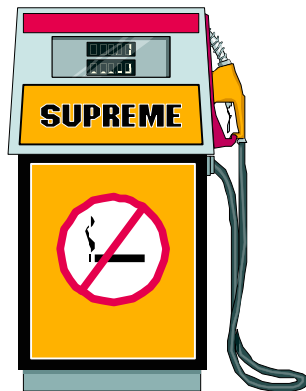


## Reminder: Policies Affecting Travel Will Change July 1

Last month we reported that several policies of interest to travelers will change July 1. These changes will affect travel advances, private vehicle reimbursement rates, and lodging reimbursements. For details of the policy changes, see the [May issue](#) of the *Travel Update*.

Highlights of the rate changes that will be effective July 1, 2004, are listed below:

- \* The private vehicle reimbursement rate if a state vehicle **is** available will be 32 cents.
- \* The mileage rate used to compare driving versus flying will also increase to 32 cents.
- \* The reimbursement if a state vehicle **is not** available will increase to 37.5 cents.
- \* The maximum lodging reimbursement for Layton will increase to \$63 plus tax.



These updated policies will be available July 1 on the Finance Web site at [www.finance.utah.gov](http://www.finance.utah.gov). Click on *Publications, Accounting Policies and Procedures*. The new mileage rates will be incorporated into the reimbursement forms by July 1.

If you have any questions about these policy changes, please contact Carol Young at 801-538-3100 or [cyoung@utah.gov](mailto:cyoung@utah.gov). ➔

## Policy for Premium City Meal Allowance Will Change July 2

Current travel policy (FIACCT 10-02.03) allows a traveler to be reimbursed for actual meal costs up to \$50 when traveling to New York, Los Angeles, Chicago, San Francisco, Washington DC, Boston, and Atlanta (premium cities). The policy requires an employee to be eligible for all meals for the day to claim the premium rate. If a meal is provided by the motel/hotel or the conference, the reimbursement reverts to the standard out-of-state meal reimbursement.



Because some felt that this unfairly penalized the employee traveling to a premium city, the policy will change effective July 2, 2004. It will state that if a complimentary meal is provided the costs are deducted from the \$50 allowance as follows:

- ◆ If breakfast is provided, deduct \$12 – leaving a premium allowance for lunch and dinner of actual up to \$38.
- ◆ If lunch is provided, deduct \$15 – leaving a premium allowance for breakfast and dinner of actual up to \$35
- ◆ If dinner is provided, deduct \$23 – leaving a premium allowance for breakfast and lunch of actual up to \$27. ➔

## Be Sure It's an Emergency Before Using After-Hours Line

**O**ur after-hours emergency 1-800 line is vital for emergencies but it is not free, and travelers should call this line only for real emergencies and only when the State Travel Office is closed. The traveler will incur unnecessary charges if the after-hours number is used inappropriately.

- ★ **8 a.m. to 5 p.m. weekdays for routine business** call the State Travel Office at 801-538-3350.
- ★ **8 a.m. to 5 p.m. weekdays for emergencies** call the State Travel Office at 801-537-9124.
- ★ **5 p.m. to 8 a.m. weekdays, and on weekends and holidays for emergencies** call the after-hours emergency line at 1-800-358-1019. **If it is not an emergency, wait and call the State Travel Office when it opens.**



If a traveler ignores this guidance and calls the after-hours emergency line during normal business hours, operators will be unable to assist the traveler and the traveler's agency CTA account will automatically be charged \$36.

If the traveler calls the after-hours emergency line for assistance after hours, the agency will be charged \$8.75 for the call. There will be additional charges if a ticket is issued. These charges are reasonable and necessary **if the travel has to take place before** the State Travel Office opens. If the travel does not take place before the State Travel Office opens, it is not an emergency and the traveler can avoid the emergency charges by waiting to call the State Travel Office. ➔

### Contact Our State Travel Office Agents

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### State Travel Office

**Monday – Friday**  
8:00 a.m. – 5:00 p.m.\*  
801-538-3350  
State of Utah Holidays Observed

\*Mountain Time

**FAX Number**  
801-538-3485

**Office Address**  
Room 1170 State Office Building  
Salt Lake City, Utah 84114

## Do Your Part To Book Your Preferred Seating Assignment

**B**ased on comments we have received from travelers, we know that airline seat assignments are very important to many of you. Although our agents will always book the best seat available, it may not be possible to obtain the aisle (or window) seat you requested. Following the suggestions below will help you do your part to get the seating assignment you want.

- ✓ Always book your airline ticket well in advance of travel. Maps of available seats close to travel agents a day or two before the flight, and at that point seating assignments are made by the airline. This makes it very difficult to get the seat you have requested.
- ✓ If you make any changes to the original flight arrangements (e.g., change of day or departure time), the travel agent may not be able to obtain the seat you originally requested. Always keep this in mind when making changes to the scheduled itinerary.
- ✓ Also keep in mind that in the event of an equipment change (e.g., the airline substitutes a larger plane), the airline has the authority to make seat changes. This means that although your itinerary may show that you are assigned to the aisle seat in row 6, the airline can change that assignment at will.



Please remember that in all cases the airlines have the final say in passenger seat assignments. This means they can override the seat assignments requested by the agent. If you **book early** and **don't make changes** to your itinerary, you are more likely to obtain and keep the seat assignment you request. ✈

## Capitol Hill Dining Facility Will Cater for Per Diem Rates

**I**f you're looking for a caterer or for a new place to hold a meeting, consider the State Room Cafe on Capitol Hill. Operated by Eurest Dining Services, the new dining facility opened to state employees, visitors, and the public on April 19.

In addition to weekday breakfast and lunch service, the State Room staff is available to cater on and off Capitol Hill, throughout the Salt Lake Valley and Park City areas.

The new East Building dining facility and Capitol Plaza are available for meetings and after-hours events. In addition to the main dining room, which can accommodate up to 300, the facility includes three meeting rooms for 12–50 people.

The State Room staff will work within state per diem guidelines and offers a list of menu items to choose from for breakfast, lunch, or dinner. They are also willing to customize a menu for your event.

For additional information, contact the State Room staff at 801-364-2440. ✈

